



**CEMETERY AND FUNERAL BUREAU**  
P. O. BOX 989003  
WEST SACRAMENTO, CA 95798-9003  
(916) 574-7870 FAX (916) 574-8620



**APPLICATION FOR CERTIFICATE OF REGISTRATION AS AN APPRENTICE EMBALMER**  
**APPLICATION FEE \$60.00**

|   |                                       |                  |                                      |                        |                             |
|---|---------------------------------------|------------------|--------------------------------------|------------------------|-----------------------------|
| <b>SECTION A: APPLICANT INFORMATION</b>   |                                       |                  |                                      |                        |                             |
| Last Name   |                                       | First            |                                      | Middle Initial         | Former Name (If applicable) |
| Residence Address   |                                       |                  | City                                 | State                  | Zip Code                    |
| Residence Telephone Number<br>(      )  |                                       | Date of Birth    |                                      | Social Security Number |                             |
| Have you ever taken the California Embalmer License Exam?<br><div style="text-align: right;">No <input type="checkbox"/>      Yes <input type="checkbox"/> if yes, date you took the exam _____</div>   |                                       |                  |                                      |                        |                             |
| Have you previously been Registered as an Apprentice Embalmer in California?<br><div style="text-align: right;">No <input type="checkbox"/>      Yes <input type="checkbox"/> if yes, provide previous certificate number _____</div>   |                                       |                  |                                      |                        |                             |
| <b>SECTION B: EDUCATION</b>   |                                       |                  |                                      |                        |                             |
| Have you requested/submitted "Official Transcripts" from your high school be sent directly to the Bureau?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> if no, you will not be issued a certificate, until the Bureau receives "Official Transcripts."<br><br><b>"Official Transcripts"</b> are transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834. |                                       |                  |                                      |                        |                             |
| <b>SECTION C: APPRENTICE EMPLOYMENT</b>   |                                       |                  |                                      |                        |                             |
| Name of Employer's Funeral Establishment  |                                       |                  |                                      | License Number<br>FD   |                             |
| Establishment Address   |                                       | City             |                                      | State<br>CA            | Zip Code                    |
| Establishment Mailing Address (if different than above)   |                                       | City             |                                      | State<br>CA            | Zip Code                    |
| Establishment Telephone Number<br>(      )  |                                       |                  | Establishment Fax Number<br>(      ) |                        |                             |
| Name of Managing Funeral Director   |                                       |                  |                                      | License Number<br>FDR  |                             |
| Name of Supervising Embalmer  |                                       |                  |                                      | License Number<br>EMB  |                             |
| <b>SECTION D: MORTUARY SCIENCE COLLEGE</b> (To be completed only if you are currently enrolled in a Mortuary Science Program and want to be placed on Student status.)  |                                       |                  |                                      |                        |                             |
| <input type="checkbox"/> I want to be placed on Student Status while attending Mortuary Science College. (Complete Section I of the application.)   |                                       |                  |                                      |                        |                             |
| <b>FOR BUREAU USE ONLY</b>  |                                       |                  |                                      |                        |                             |
| Date Cashiered  |                                       | Amount Cashiered |                                      | ATS Number             | Receipt Number              |
| Official High School Transcripts  | SID Number/On File With/Date Received |                  | Enforcement Check                    | Date License Issued    | AE Number Issued            |

**SECTION E: BACKGROUND INFORMATION**

Has the Cemetery and Funeral Bureau ever issued you a personal license?

No ☐

Yes ☐

**If yes, provide license type(s) and number(s).**

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service form to the Cemetery and Funeral Bureau?

No ☐

Yes ☐

**If yes, for what license type, and the approximate date** \_\_\_\_\_

**If no, submit a copy of your completed Request for Live Scan Service form, along with this application, verifying that fingerprints have been scanned and all applicable fees have been paid.**

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country?

No ☐

Yes ☐

**If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.**

You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country?

No ☐

Yes ☐

**If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records verification of restitution received by the court, and verification of successful completion of probation.**

**SECTION F: APPLICANT CERTIFICATION**

*I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**SECTION G: 40 HOUR WORK WEEK CERTIFICATION**

If a student apprentice is working a 40 hour week, and wishes to receive credit for his or her apprenticeship, the employer and supervising embalmer must sign below, thereby certifying that the apprentice is a full time employee and is entitled to a regular apprenticeship credit.

\_\_\_\_\_  
**Signature of the Managing Funeral Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervising Embalmer**

\_\_\_\_\_  
**Date**

**Note:** The information solicited on this form is required pursuant to Business and Professions Code Section 7661 and 7662. All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, (916) 574-7870.

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(c)) authorizes the collection of your Social Security Number (SSN). The disclosure of your SSN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you. Questions regarding this requirement must be directed to the Franchise Tax Board: So. California (800) 852-7050, No. California (800) 852-5711, or Sacramento at (916) 369-0500.

## SECTION H: FUNERAL ESTABLISHMENT CERTIFICATION

We, \_\_\_\_\_ holder of Funeral Establishment license number, \_\_\_\_\_ hereby certify under penalty of perjury under the laws of the State of California that \_\_\_\_\_ is employed as an apprentice in the art of embalming in the above establishment, and upon issuance of a *Certificate of Registration as an Apprentice Embalmer*, under the supervision of \_\_\_\_\_, who is employed as a full time embalmer in this establishment as of this date, and is holder of Embalmer License Number \_\_\_\_\_

We also certify that we have been approved to train apprentices for the current year. We further certify that any changes affecting apprenticeship of said applicant will be promptly reported to the Cemetery and Funeral Bureau.

\_\_\_\_\_  
Signature of Managing Funeral Director

\_\_\_\_\_  
Date

## SECTION I: SUPERVISING EMBALMER CERTIFICATION

I, \_\_\_\_\_, licensed at least two years in the State of California, immediately preceding the date of this application and holder of Embalmer's License No. \_\_\_\_\_ hereby certify under penalty of perjury under the laws of the State of California, that \_\_\_\_\_ will be employed as an apprentice embalmer under my supervision upon the issuance of a *Certificate of Registration as an Apprentice Embalmer*. I further certify that any changes affecting apprenticeship will be promptly reported to the Cemetery and Funeral Bureau.

\_\_\_\_\_  
Signature of Supervising Embalmer

\_\_\_\_\_  
Date

## SECTION J: EMBALMING COLLEGE CERTIFICATION

(To be completed by Mortuary Science College only if applicant wants to be placed on Student Status.)

We, \_\_\_\_\_  
(Name of College)

hereby certify that \_\_\_\_\_  
(Name of Student)

- ☐ is attending this mortuary college
- ☐ has made arrangements to attend this Mortuary Science College beginning \_\_\_\_\_

Seal

\_\_\_\_\_  
Signature of College Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Note:* Business and Professions Code Section 7666(c) states: A student attending a Mortuary Science College may register as an apprentice during his or her college term but shall receive no credit for apprenticeship on the term required by this code unless he or she is also a full-time employee of a funeral establishment.



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**INFORMATION AND INSTRUCTIONS FOR  
AN APPRENTICE EMBALMER APPLICATION**

California law requires all apprentice embalmers to serve a two-year apprenticeship under the supervision of an embalmer who has at least two years practical experience as a California licensed embalmer. Business and Professions Code Section 7662, states in order to qualify as an apprentice embalmer, an applicant shall comply with the following requirements:

- a) Be over 18 years of age;
- b) Not have committed acts or crimes constituting grounds for denial of licensure under Business and Professions Code (BPC) Section 480;
- c) Furnish proof showing completion of a high school course or instead he or she may furnish the Bureau with evidence that he or she has been licensed and has practiced as an Embalmer for a minimum of three years within the seven years preceding his or her application in any other state or country and that the license has never been suspended or revoked for unethical conduct.

The following application checklist has been provided to assist you with completing this application. Direct all questions regarding this application to the Cemetery and Funeral Bureau (Bureau), Licensing Unit, at (916) 574-7870.

**APPLICATION CHECKLIST**

- ✓ Submit a completed and signed application with a \$60.00 application fee.
- ✓ Request an **“official”** high school transcript or your high school equivalency certificate be sent directly to the Bureau.  
  
**“Official Transcripts”** are transcripts sent directly from the educational institution, in a sealed envelope, to the Cemetery and Funeral Bureau at 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834.
- ✓ Included your completed Request for Live Scan Service form or provide information on when your fingerprints were previously submitted to the Bureau. For more information regarding Live Scan visit the Bureau’s web site.
- ✓ Have your Supervising Embalmer and the Managing Funeral Director complete sections H and I.
- ✓ If you want to be placed on Student Status complete section D and have your College complete section J.

Business and Professions Code § 7666 (c): A student attending Mortuary Science College may register as an apprentice during his or her college term but shall receive no credit for apprenticeship on the term required by this code unless he or she is also a full-time employee of a funeral establishment.

Mail your completed application with the appropriate application fee payable to:

Cemetery and Funeral Bureau: P.O. Box 989003, West Sacramento, CA 95798-9003  
or by priority mail to: 1625 North Market Blvd., Suite S-208, Sacramento CA, 95834